

Sanitized - Approved For Release : CIA-RDP54-00177A000100120004-6

Office Memorandum • UNITED STATES GOVERNMENT

TO Chief, General Services Branch

FROM Acting Chief, Telephone Section

SUBJECT Telephone Section Monthly Report

DATE: 31 October 1950

1. Noted hereon are charges for services rendered by The Chesapeake and Potomac Telephone Companies and The American Telephone and Telegraph Company for the month of August, 1950.

Telephone Service Bill	\$12,273.14
Long Distance Bills	2,144.10
Private Outside and Operational Telephones	495.89
T.T. Channels, L.L.'s, P.L.'s and TWX	3,922.85
Miscellaneous	175.45
Total	\$19,011.43

2. The following additional information is submitted for the month of August, 1950:

- a. Total number and cost of outside local calls placed over switchboard, EXecutive 6115 and EXecutive 7491----
No. of calls-73,242 Cost-\$2,565.47
- b. Non-recurring installation charges for station equipment-----\$755.50
- c. Recurring rental of new station equipment less value of station equipment disconnected----increase \$285.05
- d. Non-recurring move or relocation charges for station equipment already in use----\$523.50

3. Also, listed below are estimated amounts for services to be rendered during the month of November, 1950.

Telephone Service Bill	\$12,500.00
Long Distance Bills	2,600.00
Private Outside and Operational Telephones	650.00
T.T. Channels, L.L.'s, P.L.'s and TWX	5,000.00
Miscellaneous	250.00
Total	\$21,000.00

4. A total of 63 requisitions for services were processed by this section during the month of October 1950. These included requests for moves, change of equipment, additional equipment, termination of equipment, etc. There are 286 unused branch lines available for use on the switchboard as of 31 October 1950.

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TO : Chief, Services Division

DATE: 5 October 1950

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SUBJECT: Report of Operations by the General Services Branch during the month of September, 1950.

Volume:

A. Requests for services on hand prior to September 1	16
B. Requests for services received in writing during Sept.	140
C. Telephone calls received during the month of September	900
D. 1. Orders submitted to GSA charged to quarterly encumbrance.	123
August allotment of quarterly encumbrance for alterations and renovations.	\$6934.00
2. Special orders submitted to GSA not charged to quarterly encumbrance <i>\$173,255.00</i>	27
3. Orders submitted to GSA nonreimbursable (written and verbal)	405
4. Routine inter-office memorandums and inter-agency letters.	15
E. Orders submitted covering 09 requests <i>\$285.00</i>	2
F. Requests for services on hand 30 September	33
G. 1. Space moves during September	13
2. Total personnel moved	148
3. Equipment moves	16
4. Man hours worked by GSA	904
5. Estimated cost	\$1572.60
6. Reimbursement to GSA for laborers assigned to warehouse.	None
September allotment of quarterly encumbrance	\$5000.00
H. Protective Services (GSA Guard Posts)	
1. Reimbursable Posts <i>\$40,600.00</i>	87
2. Non-reimbursable Posts	31
3. September allotment of quarterly encumbrance	\$34,433.33
I. Monies paid to GSA during month of September for services rendered during month of June.	
1. GSA Guards	\$33,482.33
2. GSA Laborers and trucks	3,668.76
3. Alterations and Installations	64,926.63
4. Miscellaneous	1,966.50
Total	\$104,038.22

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J. Space acquired
None

Space released
None

Attachment